

NUECES COUNTY DISPUTE RESOLUTION SERVICES

Information about the Request for Mediation

- 1. ALL Mediations for Nueces County Residents are FREE
Let us help you.**
- 2. Print out the *Request for Mediation* and complete it.
Fill in each blank on page 1.**
 - Include the name, address, and telephone number of each person who needs to attend the mediation in order to settle the dispute.
 - If the other side is a business, list the name of each person from the business who needs to attend the mediation to settle the dispute.
 - Let us know if you need to have the mediation on a morning, afternoon, particular day of the week, or the first Tuesday evening of the month.
 - On the bottom of page 1, state exactly what you want the other person to do.
 - On page 2, include information about the dispute.
 - Sign your name and the date on the bottom of page 2.
- 3. Hand deliver or mail the Request for Mediation to:**

Dispute Resolution Services
Nueces County Courthouse
901 Leopard St., Ste 401.2
Corpus Christi, Texas 78401

Or fax the Request for Mediation to (361) 888-0754
- 4. Please contact DRS by phone at (361) 888-0650, fax at (361) 888-0754.**

Ruth Reid, Executive Director
Sylvia Gomez, Assistant Director

**NUECES COUNTY
DISPUTE RESOLUTION SERVICES**

Request for Mediation

DATE: _____ REFERRED BY: _____
INTAKE: _____ N/A _____ CASE NO.: _____ N/A _____

INITIATING PARTY (YOU): Please Print

Name: _____ Sex _____ Race _____ Age: _____

Address: _____ City/State _____ ZIP: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Name & phone no. where we can leave a message: _____

RESPONDING PARTY (OTHER SIDE):

Name _____ Sex _____ Race _____ Age _____

Address _____ City/State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

- Relationship/How do you know this person? _____
(For example: Landlord/tenant, consumer/merchant, friends, etc.).
- Does an attorney represent you in this matter? If yes, by whom? _____

Address & Phone: _____

- Do you have pending legal action in any court regarding this matter? _____

If yes, please explain. _____

Please state the **Desired Resolution** (exactly what do you want?) _____

Additional required information is on the next page.

**NUECES COUNTY
DISPUTE RESOLUTION SERVICES**

Request for Mediation

Please Print or Type

Use only this space. Briefly State the Facts or Nature of the Dispute:

The Parties Agree Upon the Following:

The Parties Disagree Upon the Following:

SIGNATURE:

DATE:
